

## **Sullivan County NH**

Type of Meeting: **Board of Commissioners Public Meeting & DOC  
Presentation -**

Date & Time: **September 21, 2004; 10:00 AM**

Place: **Sullivan County Unity Complex - Ahern Building**

**ATTENDEES:** *Commissioners* Rudolf Adler - *Chair*, Donald Clarke - *Vice Chair* (arrived after meeting began), Bennie Nelson - *Clerk*, Ed Gil de Rubio - *County Manager*; Peter Farrand - *Director of Human Resources*; Robert Hemenway - *Nursing Home Administrator* (arrived a little later); Sharon Johnson-Callum (minute taker).

10:20 Pledge of Allegiance recited by all.

### **AGENDA ITEM A. UNION WAGE REOPENER.**

County Manager suggested the Board continue in non-public regarding a pending labor contract issue.

**10:21 Motion made to go in to Executive Session (per RSA 91-A:3.II.(c)).**

**Motion made by: Comm. Adler.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Roll call vote: Both Commissioners in favor.**

**Motion made to table the vote regarding the settlement until all three Commissioners are present.**

**Motion made by: Comm. Adler.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor.**

### **AGENDA ITEM B DOC PRESENTATION @ DOC BUILDING**

Commissioner Adler and Nelson; County Manager and Sharon Johnson-Callum left Ahern Building to reconvene at the DOC facility for the presentation.

At the DOC facility, Superintendent Scott Hagar provided the Commissioners and County Manager with a hand out explaining the electronic monitoring system. Sgt. Douglass Roberts and Superintendent Hagar discussed how the monitoring system worked. The group viewed the new cameras and monitors in the surveillance room - receiving input from on duty Correctional Officer Donna Chartier in response to

questions they asked. The group toured the new medical office and was introduced to new Department of Corrections LPN, Donna Christiansen. They also viewed the old medical office where Superintendent discussed possibly uses. Lastly, the group viewed the office of Lori Blake, which was under minor renovations, due to lack of space and the need for paint update.

*11:45 Group left and reconvened at the Ahern Building.*

The group was joined by the following people, who were invited for a County property tour: Charles Miner Jr. (Chief of Access & Engineering Division of NH State Fish and Game Department); Brooks McCandlish (New England Forestry Consultants); Jan Heighes (District Manager Conservation); Scott Heckman (USDA Natural Resource Conservationist); Tim Fleury and Marshall Patmos (UNH Cooperative Extension Foresters); Seth Wilner (UNH Agricultural Educator) and Bardy Flanders (Unity Conservation Committee member) .

*12:00 Group broke for lunch.*

*12:23 Group reassembled.*

#### **AGENDA ITEM D      MEETING MINUTES REVIEW**

**12:24 A motion was made to approve the April 16, 2004 meeting minutes as typed.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: Commissioners questioned the lateness of reviewing the minutes.**

**County Manager apologized and indicated the Commissioners staff just discovered it had not been completed and reviewed.**

**Voice vote: All in favor. Unanimous.**

**12:24 A motion was made to approve the Aug 3 Public and Non-Public meeting minutes as typed.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor.**

**12:27 A motion was made to approve the Aug 17<sup>th</sup> meeting minutes as typed.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: None.**

**Voice vote: All in favor.**

**AGENDA ITEM E.1      HIPAA POLICY**

Robert Hemenway, Nursing Home Administrator, reviewed his suggested updates to the Nursing Home HIPAA policy. Ed Gil de Rubio, County Manager, indicated he just received a package from the attorneys, which included new HIPAA policies for both the Nursing Home and the DOC. He pointed out they would be revisiting the subject again in the near.

**12:39A motion was made to ratify the corrections, as shown by Mr. Hemenway, to the nursing home HIPAA policy (see attached).**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: none.**

**Voice vote: All in favor. Unanimous.**

**AGENDA ITEM E.2      RESIDENT NON SMOKING POLICY**

Nursing Home Administrator reviewed the proposed *Resident Smoking Policy* with the Board of Commissioners. He reiterated information discussed in a previous meeting regarding the survey results from the area nursing homes and current Sullivan County Nursing Home smoker resident count, which was 8 to 9 residents. He pointed out the policy would take effect October 1, 2004 for new resident admissions, and any current resident would be grand fathered, unless they quit smoking while in residence.

**12:42 A motion was made to ratify the Resident Smoking Policy as presented.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: none.**

**Voice vote: All in favor. Unanimous.**

*Full Board of Commissioners signed the policy. (See attached)*

**AGENDA ITEM F      MEDICAID ISSUE - LETTER OF SUPPORT**

Nursing Home Administrator discussed the personal needs allowance for long-term care residents. General discussion commenced.

**12:46 Motion made to approve placing their signatures on the petition.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: Comm. Adler requested all in favor to indicated "aye".**

**Commissioners asked where petition would be returned? Hemenway indicated he would return it to Strafford County**

**Roll call vote: All indicated "aye".**

*The full Board of Commissioners signed the petition (see attached).*

#### **NURSING HOME CENSUS**

Nursing Home Administrator discussed the current Nursing Home census report he handed out (see attached).

#### **PRO SHARE**

Nursing Home Administrator discussed pro share.

#### **UPCOMING EVENTS**

October 13<sup>th</sup> Wednesday night is Family Night at the nursing home

*12:51 Robert Hemenway left meeting.*

#### **AGENDA ITEM NO. G NET & CYC DJJS GRANT AGREEMENTS**

County Manager discussed the yearly renewal needed of the DJJS grants, which assist in funding the Newport Enrichment Team and Claremont Youth Collaborative. He explained it was a three-year award period, this is the 2<sup>nd</sup> anniversary and they just needed approval of the agreement.

**A motion was made to accept and approve the certification vote and grant agreement.**

**Motion made by: Comm. Clarke.**

**Motion seconded by: Comm. Nelson.**

**Discussion: none.**

**Voice vote: All in favor.**

*Contracts were signed, dated and notarized.*

#### **AGENDA ITEM H TOUR COUNTY LAND PROPERTIES**

An agenda was handed out of the sites to be toured. A draft of the "Master Planning Process Outline for Facilities & Land Manager Use Sullivan County NH September 21, 2004" was distributed to all in attendance. Group reviewed the sections pertaining to land use only.

**A motion was made to adjourn meeting to proceed with the tour of the County owned properties in Unity.**

*1:00 p.m. Approximate time minute taker left group for family emergency.*

*Tour continued in three different vehicles to all sites listed on attached agenda, plus one additional site – the State salt shed location.*

*4:30 p.m. Approximate time tour group reconvened at the Nursing Home to adjourn.*

Respectfully submitted,

*Bennie Nelson*

Bennie Nelson, Clerk  
Board of Commissioners

BN/s.j-c.



**APPROVED**

@ 10/12/04 Board meeting